

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp: **RECEIVED**  
**SECRETARY OF THE SENATE**  
**PUBLIC RECORDS**

**2019 OCT 16 PM 5:50**

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): U.S. Association of Former Members of Congress (FMC)

Travel date(s): Saturday, September 21, 2019 - Saturday, September 28, 2019

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

**Expenses for Employee:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$3922.29	\$1501.81	\$438.53	\$180.60 (Guides, room fees, interpreters)
<input checked="" type="checkbox"/> Actual Amount				

**Expenses for Accompanying Spouse or Dependent Child (if applicable):**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See final itinerary attached.

10/15/2019 Shelly Blake  
 (Date) (Printed name of traveler)

Shelly Blake  
 (Signature of traveler)

**TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:**

- ☒ I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10.16.19  
 (Date)

Ben Sasso  
 (Signature of Supervising Senator/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC SEP 6 19PM 3:13

Name of Traveler: Shelly Blake

Employing Office/Committee: Senator Ben Sasse

Private Sponsor(s) (list all): U.S. Association of Former Members of Congress(FMC)

Travel date(s): Saturday, September 21, to Saturday, September 28, 2019

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Okinawa & Tokyo, Japan

Explain how this trip is specifically connected to the traveler's official or representational duties:

The Study Tour to Japan will assist me in the execution of my official duties as Deputy Chief of Staff. Nebraska is heavily connected to Japan through the agriculture and insurance industries. As I often serve as a liaison between industry leaders and the Senator, an expanded knowledge of these institutions' presence in Japan will be an asset to our office. Additionally, the Study Tour includes time at the Kadena Air Base. Keeping up to date on military issues, specifically issues facing Air Force bases, is important as I meet with officials from Nebraska's Offutt Air Force Base on behalf of the Senator.

Name of accompanying family member (if any): n/a  
Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/6/2019  
(Date)

Shelly Blake  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Ben Sasse

Shelly Blake

I, Senator Ben Sasse hereby authorize Shelly Blake  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/6/2019  
(Date)

Ben Sasse  
(Signature of Supervising Senator/Officer)



**2019 U.S. District/State Directors Study Tour Final Itinerary**  
**Saturday, September 21<sup>st</sup> – Saturday, September 28<sup>th</sup>**  
**Tokyo and Okinawa**

**In case of an emergency in Japan, please call:**  
U.S. Embassy – Tokyo: +81-3-3224-5000

*The Congressional Study Group on Japan's District/State Director Study Tour is made possible by the generous support by the Japan-U.S. Friendship Commission, an independent federal agency.*

## Hotels

**Hotel New Otani Tokyo**  
4-1 Kioichio  
Chiyoda-ku  
Tokyo 102-8578  
Tel: +81-3-3265-1111

**Hilton Okinawa Chatan Resort**  
40-1 Mihama  
Chatan-Cho  
Okinawa 904-0115  
Tel: +81-98-901-1111

**Saturday, September 21, 2019**

All-day Departure from local airports

**Sunday, September 22, 2019      <Okinawa>      Travel Day**

## Arriving in Tokyo

1:55pm	UA0079 from EWR to NRT (Terminal 1) [HOLMES, Sarah]
2:00pm	UA0007 from LAH to NRT (Terminal 1) [KISTENMACHER, Nick]
2:20pm	UA7938 from ORD to NRT (Terminal 1) [BLAKE, Shelly]
2:20 – 5:55pm	Go through customs and layover in airport
5:55 – 8:45pm	NH2159 from Tokyo to Okinawa; transfer to hotel
9:30pm	Check-in at hotel

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**Monday, September 23, 2019**

**<Okinawa>**

Breakfast 8:00 – 9:15am	<b>Regional Briefing: Okinawa's History and Relationship with the U.S.</b> Discussion with the U.S. Consul General, Naha <ul style="list-style-type: none"><li>• Conversation with Consul General Robert Koepcke on the Consulate's priorities in Okinawa, at hotel in Chatan.</li><li>• Briefing on the current state of affairs in Okinawa, and Japan.</li></ul>
9:30 – 10:45am	<b>Academic View of Okinawan Identity</b> Discussion with Prof. Masaaki Gabe, Ryukyu University <ul style="list-style-type: none"><li>• Working breakfast on overview of Okinawan identity and cultural, Okinawan – Tokyo relationship.</li></ul> Rest - Q&A Session moderated by a delegate
11:00am – 12:00pm	Bus ride from hotel to next meeting
Lunch	Informal lunch  <i>Location TBD</i>
1:00 – 2:30pm	<b>Memory of World War II</b> Visit and tour of <b>Okinawa Prefectural Peace Memorial Museum</b> with Marine Corps Community Service guide <ul style="list-style-type: none"><li>• Guided tour by Marine Corps Community Service guide, offering a unique perspective on the memory of World War II in Okinawa.</li></ul> <i>614-1 Mabuni, Itoman-shi, Okinawa</i>
2:30 – 3:30pm	Bus ride from museum to next meeting
3:45– 5:15pm	<b>U.S. Rebalance to the Asia-Pacific</b> Briefing with officers at <b>Kadena Air Base</b> <ul style="list-style-type: none"><li>• Briefing by select officers at Kadena Air Base on the current state of the base and its relationship with the surrounding community.</li><li>• An overview of the base's +70 years of history on the island.</li></ul> <i>Kadena Air Base</i>
5:45 – 6:00pm	Bus ride to hotel
Dinner 7:30 – 9:00pm	<b>Working Dinner Conversation with Ms. Paige Cottingham-Streater</b> Dinner conversation with <b>Ms. Paige Cottingham-Streater</b> , Executive Director of the Japan-U.S. Friendship Commission <ul style="list-style-type: none"><li>• Overview on current US-Japan Relations establishing a foundational understanding of the bilateral relationship</li></ul>

## <Okinawa>

## Visit to AmerAsian School

- A site tour offers our delegation insight on the societal impacts of US bases in Okinawa
- Briefing of the history and mission of the school by their principal
- Visiting classrooms of Middle School students

15-22 Shimashi, Ginowan, Okinawa

**Bus ride from AmeriAsian School to next meeting**

## Cutting-edge Technology: From “Keystone of the Pacific” to “Hub of International Education in the East Asia”

## Visit to Okinawa Institute of Science and Technology

- Guided tour of OIST main campus and lunch discussion with faculty members
- Briefing and presentation given by Executive Vice President Dr. Bob Baughman at their Technology Development and Innovation Center

1919-1 Tancha, Onna, Kunigami, Okinawa

## Japan's Security Priority in the Region

Briefing and tour of Japan Ground and Maritime Self-Defense Force  
Naha Base

- Conversation on the role of the Japan Air Self-Defense Force in Japanese national security.
- Briefing on the state of the region, covering topics such as North Korea, China's military expansion, and US ally's like South Korea.

3:30 – 4:00pm      Bus ride from base to next meeting

## History of Ryukyu Kingdom

## Dinner

## Okinawa: A Pacific Trade Hub

Wednesday, September 25, 2019 <Okinawa/Tokyo>

At hotel

NH0994 from Okinawa to Tokyo

Bus ride from airport to next meeting

1:30 – 2:30pm

## Foreigners in Japan 101: Creating a Japanese Identity

**Bus ride from lunch to next meeting**

**The Influence of Buddhism and Shintoism in Japanese Society**  
Visit to Meiji Jingu Shrine, and guided tour by priest including brief presentation on the role of religion in Japan.

- Meiji Jingu, dedicated to Emperor Meiji, the first emperor of modern Japan, is of Shinto origin, a religion native to Japan which centers on polytheistic nature worship and whose origin goes back to primitive times. Over its long history, Shintoism has developed into a religion that has become truly unique in the world, adopting continental influences to combine with its own indigenous traditions. Japanese spiritual and daily life is deeply rooted in Shintoism.*

### Bus ride to hotel

### Bus ride from hotel to dinner

## Understanding Regional Dynamics

- Brief introduction of each diplomat (four to five), including their background and current assignment, conversation on their experience previously working in the Japanese Embassy in Washington, D.C.

## < Tokyo >

### At Hotel

## US Embassy Country Briefing

- 1-10-5 Akasaka, Minato-ku, Tokyo

## The Effectiveness of Abe's Womenomics

- Open discussion between delegation and Japanese female experts, in their respective fields
- Overview on the impacts of Prime Minister Abe's Womenomics on Japanese society

12:00 – 1:00pm	<p>Lunch discussion with <b>Mr. Harry Hill</b>, Chairman of the Japan-U.S. Friendship Commission</p> <ul style="list-style-type: none"> <li>• Working lunch on overview of Japanese politics and economy, US-Japan bilateral relationship</li> <li>• Opening remarks by discussant</li> <li>• Rest - Q&amp;A Session moderated by a delegate</li> </ul>
1:30 – 3:00pm	<p><b>Voices of the New Generation</b>  Visit to Tokyo University and discussion with students, led by <b>Prof. Kiichi Fujiwara</b></p> <p><i>Tokyo University</i></p>
3:30 – 4:30pm	<p><b>Unveiling the Infrastructure Hub of Japan</b>  <b>Tour of Tokyo Station</b>, led by representatives from East Japan Railway</p> <ul style="list-style-type: none"> <li>• Briefing by representatives from East Japan Railway on Japan's existing public transportation system on a variety of topics including quality control and emergency preparedness</li> </ul>
4:30 – 5:00pm	<p>Bus ride back to hotel</p>
6:30 – 7:00pm	<p>Bus ride from hotel to next meeting</p>
<p>Dinner  7:00pm – 8:30 pm</p>	<p><b>The Importance of a Multilateral Cooperation</b>  Dinner discussion and exchange with representatives from ASEAN nations, including: <b>DCM Ethan Chua</b>, Embassy of Singapore; <b>DCM Cherdchai Chiavaivid</b>, Embassy of Thailand</p> <ul style="list-style-type: none"> <li>• Conversation on state of affairs between various ASEAN nations and Japan.</li> <li>• Discussion surrounding topics such as trade and security, in the region.</li> </ul>

Friday, September 27, 2019      <Tokyo>

Breakfast	At the hotel
9:30 – 11:30 am	<p><b>The Economic Impacts of an Aging-Society</b>  <b>Meeting with representatives from Aflac at their Innovation Lab</b>          Conversation on the economic impacts a shrinking population has on a business.</p> <ul style="list-style-type: none"> <li>• Insight on the experience of being an American company operating in Japan.</li> </ul>
Lunch	Informal lunch at <b>Japanese Diet building</b> at a cafeteria of the Office
Noon – 1:00pm	Building of the House of Representatives in the Japanese Diet
	<p><i>Diet Office Building of the House of Representatives,          2-1-1 Nagata-cho, Chiyoda-ku, Tokyo</i></p>

1:00 – 1:45pm

**“Reiwa”: A New Era for Legislation**

**Tour of the National Diet Building, a Japanese Parliament, guided by a staff from the Japanese Diet’s International Division**

The tour, guided by a staff from the Diet, will include visiting the Committee rooms and the House Chambers, and will allow the delegation to learn the history of Japanese legislature.

*The National Diet is Japan’s bicameral legislature, composed of a lower house (House of Representatives) and an upper house (House of Councillors). This building was completed in 1936.*

*National Diet of Japan*

*1-7-1 Nagata-cho, Chiyoda-ku, Tokyo*

2:00 – 4:30 pm

**Visions for the Tokyo 2020 Paralympic Games**

**Visit to Nippon Foundation Paralympic Support Center and Para Arena**

Discussion with representative for the Tokyo 2020 Paralympic Games, on a variety of topics from the accessibility of Japanese society to preparing for the upcoming Games.

- Guided tour of their official training site, the Para Arena, where innovative solutions to accessibility issues are put into action.

*4F The Nippon Zaidan Bldg, 1-2-2 Akasaka, Minato-ku, Tokyo*

*And*

*3-1 Higashi-yushio, Shinagawa-ku, Tokyo*

4:00 – 4:45pm

Bus back to hotel

6:15 – 6:30pm

Bus ride from hotel to dinner

Dinner

6:30 – 8:30pm

**Debrief Dinner**

Debrief dinner conversation on what each participant learned during the trip, how they will get back the knowledge and experience to the District/State

- Led by FMC Staff
- Open conversation on the impact meeting partners and site visits had on participants

**Saturday, September 28, 2019**

**Travel Day**

7:00am

Ms. Shelly Blake checks-out of hotel

7:10 – 7:30am

Bus ride from hotel to Haneda airport to drop off Ms. Shelley Blake

**Departing Time**

10:40am            UA 7912 from HND to ORD (Terminal 1)  
  
                         *Layover*  
  
                         UA5645 from ORD to LNK (Final Destination)  
                         [BLAKE, Shelly]

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10:00 am            Rest of delegation checks-out of hotel

10:15a– 11:45am    Bus ride from hotel to airport

12:00 – 1:00pm     Informal lunch at airport

**Departing Time**

4:10pm            UA0804 from NRT to LAD (Terminal 1)  
  
                         *Layover*  
  
                         UA0822 from LAD to BOS (Final Destination)  
                         [HOLMES, Sarah]

6:10pm            UA0142 from NRT to DEN (Terminal 1)  
  
                         *Layover*  
  
                         UA4567 from DEN to MEM (Final Destination)  
                         [KISTENMACHER, Nick]

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# FORMER MEMBERS OF CONGRESS

## The Congressional Study Groups

September 10, 2019

Dear Colleague:

**It is our pleasure to invite you to join The Congressional Study Group on Japan's 2<sup>nd</sup> Annual Study Tour for District and State Directors from September 21<sup>st</sup>, 2019 to September 28<sup>th</sup>, 2019. The delegation will visit Tokyo and Okinawa.**

The Congressional Study Group on Japan (CSGJ) – a non-partisan, non-advocacy legislative exchange housed in the U.S. Association of Former Members of Congress (FMC), a congressional chartered 501(c)(3) non-profit organization— has more than twenty years of history conducting successful, high-level, discussion-driven study tours for Members of Congress and senior congressional staff, which complement an active calendar of year-round programs on Capitol Hill. Fervently non-partisan and non-advocacy, our model promotes an active, substantive discussion among all principals. Our model avoids lengthy speeches or formal presentations that hinder the development of lasting working relationships based on mutual respect and understanding.

The Study Tour for District and State Directors provides an exciting new opportunity to build U.S.-Japan relationships at the regional and local levels of government and civil society, beyond the traditional Washington-Tokyo relationship. Last year, the Congressional Study Group on Japan convened their successful inaugural trip for District and State Directors to Tokyo and Tohoku (Sendai and Fukushima). The 2019 Study Tour to Japan will visit Tokyo and Okinawa. Together with a variety of leading officials and experts from academia, civil society, industry, the media, and government, you will have the opportunity to discuss topics of mutual concern and areas for cooperation, including:

- **Public Infrastructure:** transportation, health care system, education
- **Military:** U.S. presence in Japan, Self-Defense Force, wartime memory
- **Science and Technology:** automation, artificial intelligence, cybersecurity

During the trip, you will also have an opportunity to learn other topics including issues surrounding indigenous peoples, regional and bilateral trade, and the roles of the district offices in Japan.

We have obtained funding for eight District and State Directors from the House and Senate and are able to provide airfare, out of an airport nearest to your district, for this bipartisan delegation. All lodging, transportation, and scheduled meal costs will be paid for by the U.S. Association of Former Members of Congress (FMC), a congressionally-chartered, 501(c)(3) non-profit organization, with the generous support of the Japan-U.S. Friendship Commission, an independent federal agency created by Congress in 1975. Please note that this privately-sponsored trip will be submitted to the Ethics Committee for congressional approval.

This invitation is non-transferrable, and participation is available on a first-come, first-served basis for a diverse, bipartisan delegation. We look forward to traveling with you, and thank you in advance for your consideration.

Best,



Sabine Schleidt  
Chief Operating Officer



Miles Monaco  
Japan Fellow

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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): US Association of Former Members of Congress (FMC)
2. Description of the trip: Please see attached.
3. Dates of travel: Saturday, September 21 to Saturday, September 28 2019
4. Place of travel: Tokyo and Okinawa, Japan
5. Name and title of Senate invitees: Please see attached.
6. I *certify* that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
  - OR –
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
  - AND –
  - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
  - AND –
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The trip compliments FMC's year-round Capitol Hill programming, which provides a forum for dialogue

on the issues most relevant to the U.S. - Japan strategic alliance and the East Asia region. FMC's flagship

program, Congress to Campus, brings a bipartisan pair of Former Members of... (Please see attached)

- 16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	Blake: \$3476.43 Holmes: \$3701.13 Kistenmacher: \$3451.43 For details please see attached.	\$1302  For details please see attached.	\$1035  For details please see attached.	\$600  For details please see attached.

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

**This trip is organized specifically with regard to congressional participation**

- 18. Reason for selecting the location of the event or trip**

**Please see attached.**

19. Name and location of hotel or other lodging facility:

1) Hilton Okinawa Chatan Resort (40-1 Mihama, Chatan-Cho, Okinawa 904-0115)

2) Hotel New Otani Tokyo (4-1 Kioichio, Chiyoda-ku, Tokyo 102-8578)

20. Reason(s) for selecting hotel or other lodging facility:

The hotels listed above were selected for their proximity to meeting sites, close access to public transit,  
cost below per diem rate, and comfort of accommodation.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses are below U.S. Department of States' maximum foreign per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

They will travel on economy airfare for all flights. Ground transportation will consist of domestic public metro trains and a privately-chartered bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Solmie Schmitt

**Name and Title:** Sabine Schleidt, Chief Operating Officer

Name of Organization: U.S. Association of Former Members of Congress (FMC)

Address: 1401 K St. NW, Suite 901 Washington, DC 20005

Telephone Number: (202) 222-0972

**Fax Number:**

E-mail Address: [SSchleidt@usafmc.org](mailto:SSchleidt@usafmc.org)

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
SIGNATURE PAGE FOR ADDITIONAL SPONSOR  
*(to be completed by each additional sponsor)*

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the \_\_\_\_\_ trip  
to \_\_\_\_\_ is true, complete, and correct.  
*Dates of Travel (Month Day, Year)*  
*Place of Travel*

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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### **Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)**

**Example:** A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. ***Lobbyist/agent of a foreign principal accompaniment standards:*** Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

***“De minimis” exception:*** Both lobbyist/agent of a foreign principal “accompaniment” prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. ***If travel includes two overnight stays:*** The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. ***An itinerary for the trip is attached to this form:*** The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. ***Briefly describe the role of each sponsor in organizing and conducting the trip:*** A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. ***Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:*** Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. ***Briefly describe each sponsor’s prior history of sponsoring congressional trips:*** Provide a brief discussion of the sponsor’s history of sponsoring congressional travel. It is not necessary to list every trip.
15. ***Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):*** Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. ***Total expenses for each participant:*** Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

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17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* The trip sponsor *must* sign the form and certify that the information is true, complete, and correct. For trips with more than one sponsor, each additional sponsor *must* complete its own signature page and certify that the information contained in the form is true, complete, and correct.







**In case of an emergency in Japan, please call:**  
U.S. Embassy – Tokyo: +81-3-3224-5000

## Hotels

**Hilton Okinawa Chatan Resort**  
40-1 Mihama  
Chatan-Cho  
Okinawa 904-0115  
Tel: +81-98-901-1111

## All-day Departure from local airports

Sunday, September 22, 2019      <Okinawa>      Travel Day

## Arriving in Tokyo

1:55pm	UA0079 from EWR to NRT (Terminal 1) [HOLMES, Sarah]
2:00pm	UA0007 from LAH to NRT (Terminal 1) [KISTENMACHER, Nick]
2:20pm	UA7938 from ORD to NRT (Terminal 1) [BLAKE, Shelly]
2:20 – 5:55pm	Go through customs and layover in airport
5:55 – 8:45pm	NH2159 from Tokyo to Okinawa; transfer to hotel
9:30pm	Check-in at hotel

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Tuesday, September 24, 2019

<Okinawa>

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9:00 – 10:30am

**Visit to AmerAsian School**

- A site tour offers our delegation insight on the societal impacts of US bases in Okinawa
- Briefing of the history and mission of the school by their principal
- Visiting classrooms of Middle School students

*The AmerAsian School in Okinawa, was founded 20 years ago by five women with the goal of providing bi-racial children a "double education" so they could learn about American and Japanese culture/identity. The was heavily supported by former Prime Minister Keizo Obuchi, and has won three major education awards from the Japan Foundation, Asahi Shimbun, and Hakuho.*

*15-22 Shimushi, Ginowan, Okinawa*

10:45 – 11:30am

Bus ride from AmerAsian School to next meeting

11:30 – 1:30pm

**Cutting-edge Technology: From “Keystone of the Pacific” to “Hub of International Education in the East Asia”**

**Visit to Okinawa Institute of Science and Technology**

Guided tour of OIST main campus and lunch discussion with faculty members

Briefing and presentation given by Executive Vice President Dr. Bob Baughman at their Technology Development and Innovation Center

*The Okinawa Institute of Science and Technology Graduate University (OIST) is an interdisciplinary graduate school. Over half of the faculty and students are recruited from outside Japan, and all education and research is conducted entirely in English. The OIST Graduate University shall conduct internationally outstanding education and research in science and technology, and thus contribute to the sustainable development of Okinawa, and promote and sustain the advancement of science and technology.*

*1919-1 Tancha, Onna, Kunigami, Okinawa*

2:00 – 3:30pm

**Japan’s Security Priority in the Region**

Briefing and tour of Japan Ground and Maritime Self-Defense Force Naha Base



**The Influence of Buddhism and Shintoism in Japanese Society**  
Visit to Meiji Jingu Shrine, and guided tour by priest including brief presentation on the role of religion in Japan.

- Meiji Jingu, dedicated to Emperor Meiji, the first emperor of modern Japan, is of Shinto origin, a religion native to Japan which centers on polytheistic nature worship and whose origin goes back to primitive times. Over its long history, Shintoism has developed into a religion that has become truly unique in the world, adopting continental influences to combine with its own indigenous traditions. Japanese spiritual and daily life is deeply rooted in Shintoism.*

### Bus ride to hotel

Bus ride from hotel to dinner

## Understanding Regional Dynamics

Discussion with mid-level diplomats from Ministry of Foreign Affairs

- Brief introduction of each diplomat (four to five), including their background and current assignment, conversation on their experience previously working in the Japanese Embassy in Washington, D.C.

< Tokyo >

At Hotel

## US Embassy Country Briefing

- 1-10-5 Akasaka, Minato-ku, Tokyo

## The Effectiveness of Abe's Womenomics

Discussion with female leaders such as Ms. Kathy Matsui, Goldman Sachs, and Prof. Mieko Nakabayashi, Waseda University

Open discussion between delegation and Japanese female experts, in their respective fields

- Overview on the impacts of Prime Minister Abe's Womenomics on Japanese society

### Lunch

**SECRET**

- 12:00 – 1:00pm      Lunch discussion with **Mr. Harry Hill**, Chairman of the Japan-U.S. Friendship Commission
- Working lunch on overview of Japanese politics and economy, US-Japan bilateral relationship
  - Opening remarks by discussant
  - Rest - Q&A Session moderated by a delegate
- 1:30 – 3:00pm      **Voices of the New Generation**  
Visit to Tokyo University and discussion with students, led by **Prof. Kiichi Fujiwara**
- Tokyo University*
- 3:30 – 4:30pm      **Unveiling the Infrastructure Hub of Japan**  
**Tour of Tokyo Station**, led by representatives from East Japan Railway
- Briefing by representatives from East Japan Railway on Japan's existing public transportation system on a variety of topics including quality control and emergency preparedness
- 4:30 – 5:00pm      Bus ride back to hotel
- 6:30 – 7:00pm      Bus ride from hotel to next meeting
- Dinner  
7:00pm – 8:30 pm      **The Importance of a Multilateral Cooperation**  
Dinner discussion and exchange with representatives from ASEAN nations, including: **DCM Ethan Chua**, Embassy of Singapore; **DCM Cherdchai Chiavaivid**, Embassy of Thailand
- Conversation on state of affairs between various ASEAN nations and Japan.
  - Discussion surrounding topics such as trade and security, in the region.

**Friday, September 27, 2019      <Tokyo>**

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- Breakfast      At the hotel
- 9:30 – 11:30 am      **The Economic Impacts of an Aging-Society**  
Meeting with representatives from Aflac at their Innovation Lab
- Conversation on the economic impacts a shrinking population has on a business.
  - Insight on the experience of being an American company operating in Japan.
- Lunch  
Noon – 1:00pm      Informal lunch at Japanese Diet building at a cafeteria of the Office Building of the House of Representatives in the Japanese Diet
- Diet Office Building of the House of Representatives,  
2-1-1 Nagata-cho, Chiyoda-ku, Tokyo*

1:00 – 1:45pm

**“Reiwa”: A New Era for Legislation**

Tour of the **National Diet Building, a Japanese Parliament**, guided by a staff from the Japanese Diet's International Division

- The tour, guided by a staff from the Diet, will include visiting the Committee rooms and the House Chambers, and will allow the delegation to learn the history of Japanese legislature.

*The National Diet is Japan's bicameral legislature, composed of a lower house (House of Representatives) and an upper house (House of Councillors). This building was completed in 1936.*

*National Diet of Japan*

*1-7-1 Nagatacho, Chiyoda-ku, Tokyo*

2:00 – 4:30 pm

**Visions for the Tokyo 2020 Paralympic Games**

Visit to **Nippon Foundation Paralympic Support Center and Para Arena**

- Discussion with representative for the Tokyo 2020 Paralympic Games, on a variety of topics from the accessibility of Japanese society to preparing for the upcoming Games.
- Guided tour of their official training site, the Para Arena, where innovative solutions to accessibility issues are put into action.

*4F The Nippon Zaidan Bldg, 1-2-2 Akasaka, Minato-ku, Tokyo*

*And*

*3-1 Higashi-yasbino, Shinagawa-ku, Tokyo*

4:00 – 4:45pm

Bus back to hotel

6:15 – 6:30pm

Bus ride from hotel to dinner

Dinner

6:30 – 8:30pm

**Debrief Dinner**

Debrief dinner conversation on what each participant learned during the trip, how they will get back the knowledge and experience to the District/State

- Led by FMC Staff

Open conversation on the impact meeting partners and site visits had on participants

Saturday, September 28, 2019

Travel Day

7:00am

Ms. Shelly Blake checks-out of hotel

7:10 – 7:30am

Bus ride from hotel to Haneda airport to drop off Ms. Shelley Blake



**2019 State Director Study Tour to Japan**  
**Saturday, September 21, 2019 to Saturday, September 28, 2019**  
**Tokyo and Okinawa, Japan**

**Senate Invitees**

**Ms. Shelly Blake, State Director, Office of Sen. Ben Sasse (R-NE)**

**Mr. James Cantwell, State Director, Office of Sen. Edward Markey (D-MA)**

**Ms. Sarah Holmes, State Director, Office of Sen. Jeanne Shaheen (D-NH)**

**Ms. Cameron Joost, State Director, Office of Sen. Tammy Duckworth (D-IL)**

**Ms. Leila Kimbrell, State Director, Office of Sen. Lisa Murkowski (R-AK)**

**Mr. Nick Kistenmacher, State Director, Office of Sen. Marsha Blackburn (R-TN)**

**Ms. Stacey McClure, State Director, Office of Sen. John Boozman (R-AR)**